

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 AUG 21 PM 2: 26

Post-Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Partnership for a Secure America

Private Sponsor(s) (list all): _____

Travel date(s): July 21 - July 22, 2018

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$39.05	\$90	\$77	\$218 for conference services
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

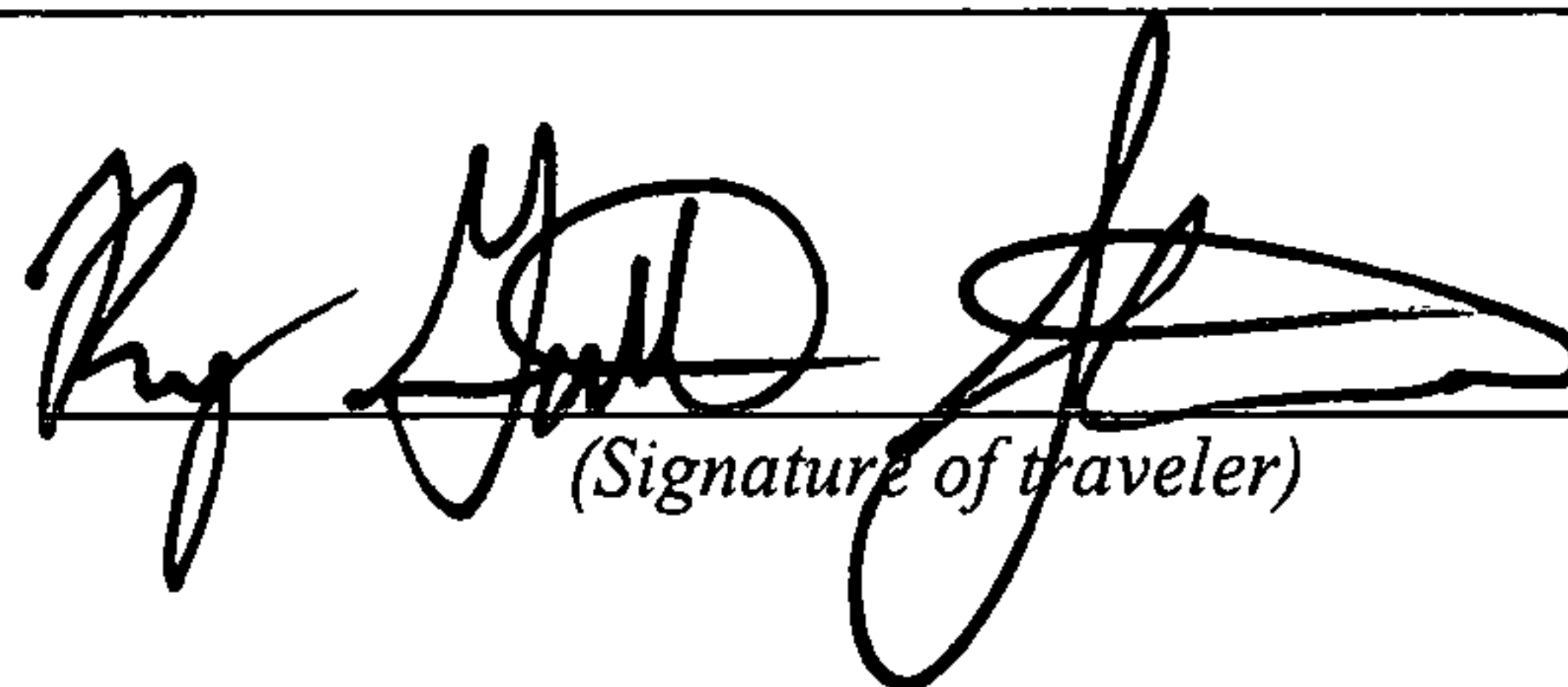
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See additional pages.

8/21/18

8/21/18
(Date)

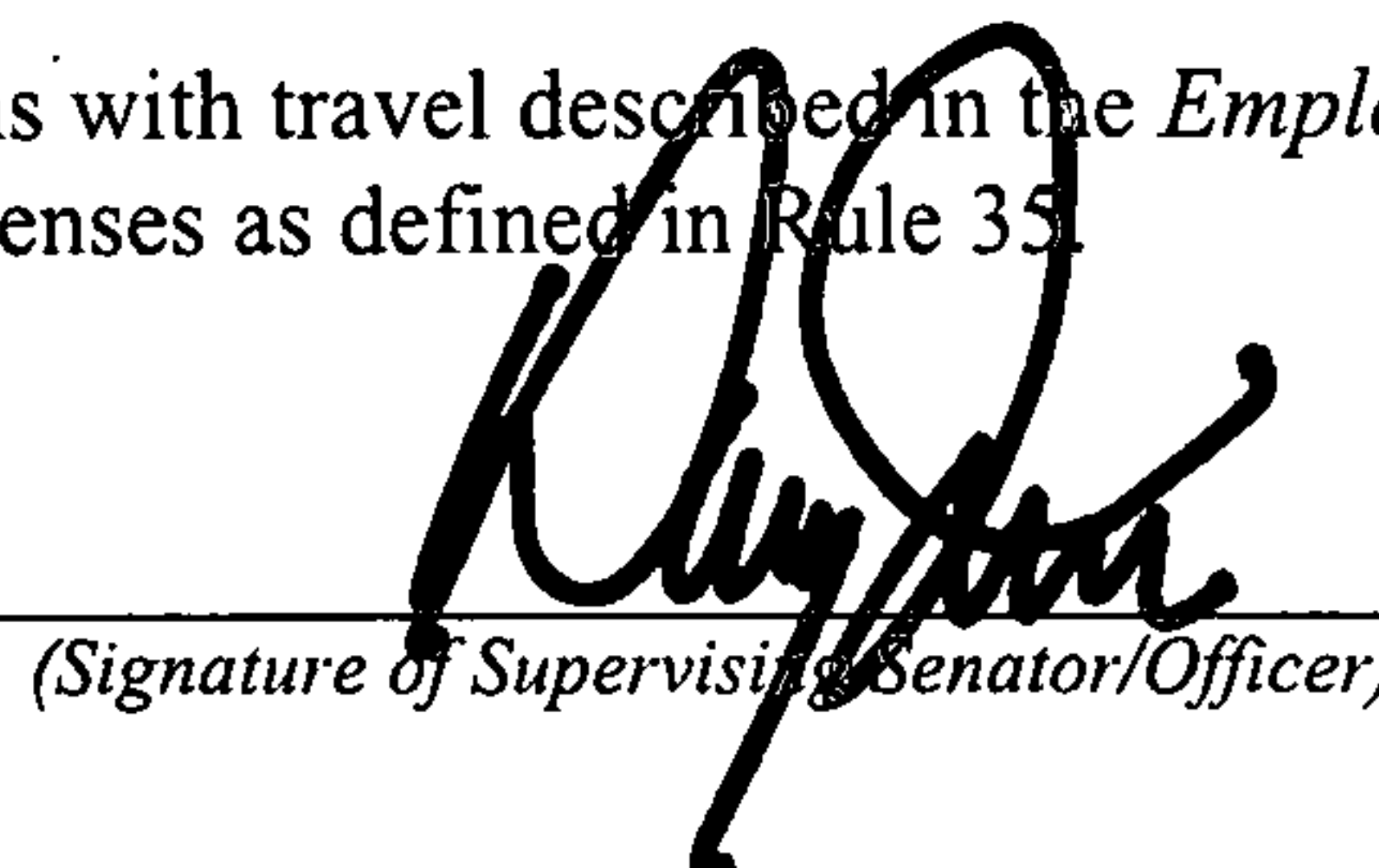
Rory Garrett Stephens
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/21/18
(Date)


(Signature of Supervising Senator/Officer)



Descriptions of Meetings and Events

Description: Informal conversations with guest speakers





Sunday, July 22nd

Description: Discussion on Challenges Facing the Western Balkans

Description: Discussion on Syria's Future

Informal conversations with guest speakers

Description: Simulation of typical NSC principals meetings



EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Rory "Garrett" Stephens

Employing Office/Committee: Office of Senator Doug Jones

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): Saturday, July 21, 2018 until Sunday, July 22, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Airlie Conference Center in Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

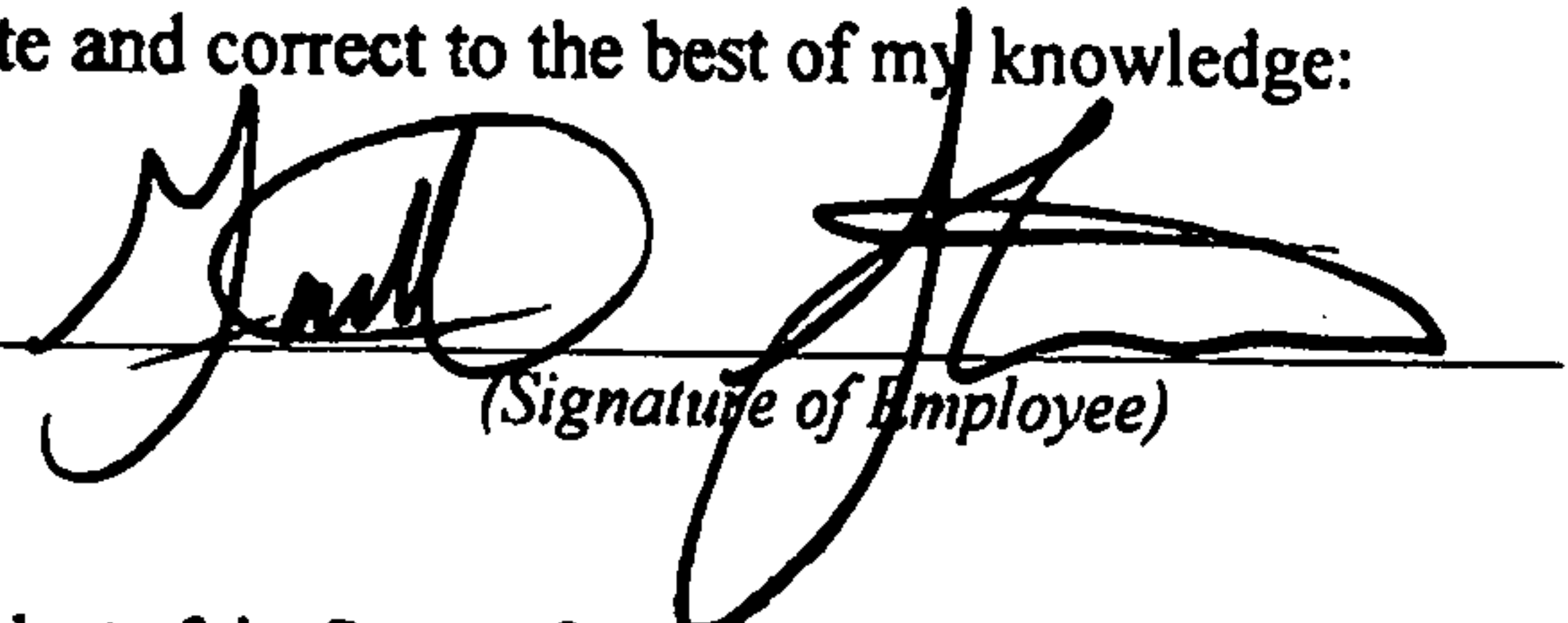
I serve as Defense Legislative Correspondent for the Office of Senator Doug Jones.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

06/19/2018
(Date)


(Signature of Employee)

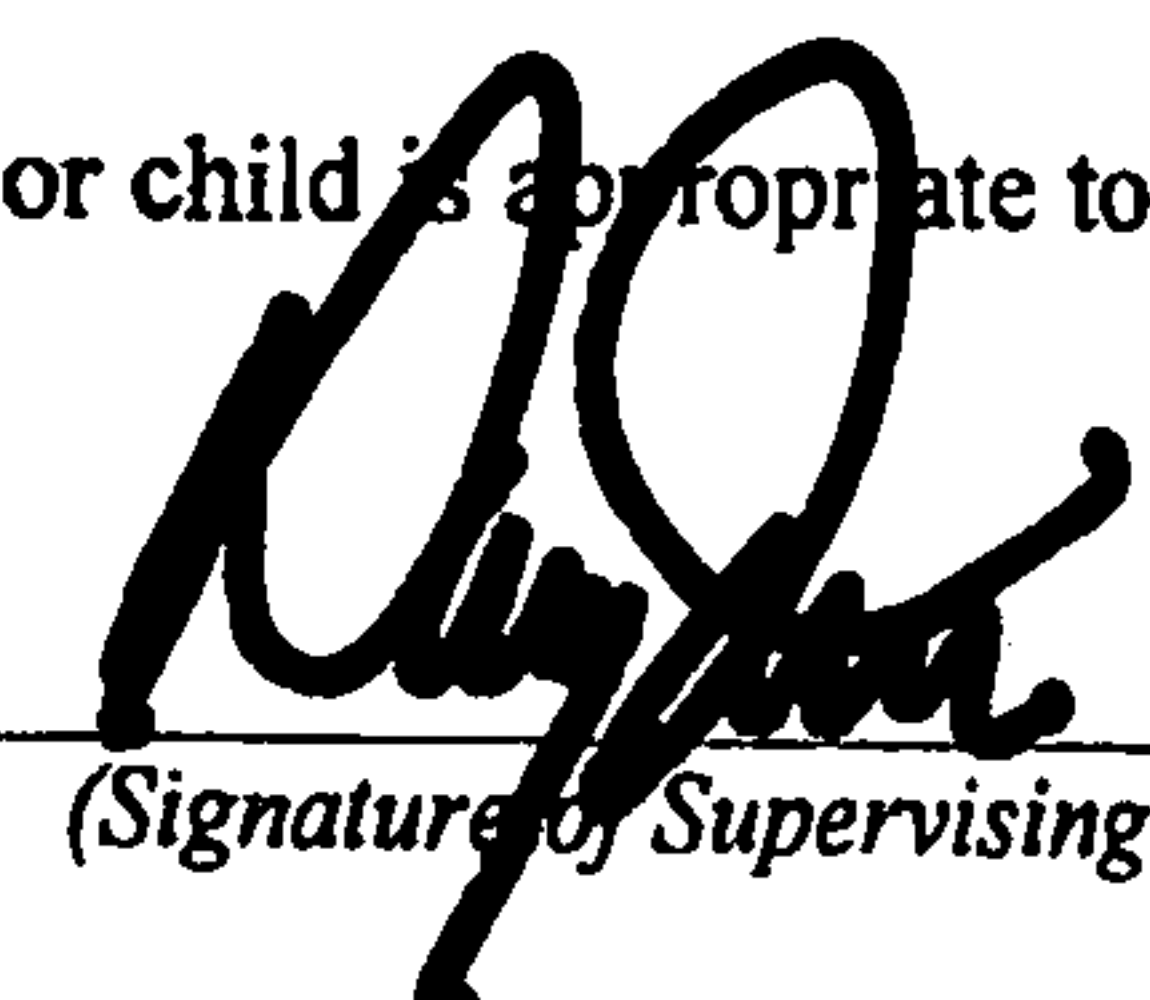
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Doug Jones hereby authorize Rory "Garrett" Stephens
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

06/19/2018
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign policy and national security lectures.
3. Dates of travel: July 21-22, 2018
4. Place of travel: Airlie Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for planing and conducting this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the nineteenth such strip of this nature.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics. These statements are generally available to the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35 (Coach Bus)	\$90 (For One Night)	\$77 (For 2 days)	\$191 conference services (over 2 days). This includes cost of breakout room, A/V equipment, and incidental snacks/refreshme nts.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC, but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip. The lodging and conference location is all the same.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below the per diem rate.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org



Congressional Partnership Program Retreat Summer 2018

Saturday, July 21st

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room Guest Speakers: Lara Flint, former Chief Counsel for Sen. Patrick Leahy Topic: Discussion on the USA Freedom Act of 2015
7:00 – 7:30 pm	Federal Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	Federal Room Keynote Dinner Guest Speaker: Amb. Ron Neumann, former Deputy Assistant Secretary of State and Ambassador to Afghanistan, Bahrain, and Algeria Topic: Global Challenges for Today and Tomorrow
9:00 – 10:00 pm	Federal Room After-Dinner Reception Informal conversations with guest speakers





PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Summer 2018

Sunday, July 22nd

Between 8:00 – 9:00 am

Airlie House – Dining Room
Breakfast

9:00 – 12:00 pm

Group A

Airlie House – Meadow Room

National Security Council Simulation

National Security Advisor: Mr. Robert Sheldon,
Head of Technology Strategy for Public Sector at
CrowdStrike

9:00 – 10:30 am

Group B

Airlie House – Jefferson Room

Guest Speaker: Ambassador Frank Wisner,
former Undersecretary of State for International
Security Affairs & Ambassador Cameron Munter,
former Ambassador to Pakistan and Serbia

Topic: Challenges Facing the Western Balkans

10:30 – 12:00 pm

Group B

Airlie House – Jefferson Room

Guest Speaker: Ambassador Maura Connelly,
former Ambassador to Lebanon and *Chargé
d’Affaires* to Syria

Topic: Syria’s Future

12:00 – 1:00 pm

Airlie House – Dining Room
Lunch

1:00 – 2:00 pm

Informal conversations with guest speakers





PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Summer 2018

2:00 – 5:00 pm

Group B

Airlie House – Meadow Room

National Security Council Simulation

National Security Advisor: Mr. Robert Sheldon,
Head of Technology Strategy for Public Sector at
CrowdStrike

2:00 – 3:30 pm

Group A

Airlie House – Jefferson Room

Guest Speaker: Ambassador Frank Wisner,
former Undersecretary of State for International
Security Affairs & Ambassador Cameron Munter,
former Ambassador to Pakistan and Serbia

Topic: Challenges Facing the Western Balkans

3:30 – 5:00 pm

Group A

Airlie House – Jefferson Room

Guest Speaker: Ambassador Maura Connelly,
former Ambassador to Lebanon and *Chargé
d’Affaires* to Syria

Topic: Syria’s Future

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

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Stephens, Garrett (Jones)

From: PSA Congressional Program <cpp@psaonline.org>
Sent: Friday, June 15, 2018 4:07 PM
To: Stephens, Garrett (Jones)
Subject: Summer 2018 CPP - SENATE ETHICS DOCS
Attachments: Senate Ethics Instruction Sheet.docx; Private Trip Sponsor Form.PDF; Retreat Itinerary.docx; List of Participating Senate Staff.docx; Employee Pre-Travel Authorization Form.pdf; Employee Privately-Sponsored Travel Checklist.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Garrett,

Thank you for participating in the Summer 2018 session of the Congressional Partnership Program. We look forward to working with you in the coming months.

As you are aware, every session the Congressional Partnership Program involves a weekend retreat. This session will be held on the weekend of July 21-22, 2018 at the Airlie Conference Center in Warrenton, Virginia. I would like to take this opportunity to offer you a formal invitation to attend the retreat. Please be certain to submit this email and the attached documents to the Senate Ethics Committee by **COB June 21st** in order to participate.

If you have any additional questions or concerns, please do not hesitate to call me.

Best regards,

Nathan Sermonis
Executive Director
Partnership for a Secure America

1629 K Street NW, Suite 450

Washington, DC 20006

202-293-8580

cpp@psaonline.org

Partnership for a Secure America

1629 K Street NW, Suite 450

Washington, DC 20006

(202) 293-8580



PSA is a nonprofit founded by former U.S. Representative Lee Hamilton (D-IN) and the late former U.S. Senator Warren Rudman (R-NH) to advance bipartisanship on today's critical national security and foreign policy challenges. Leveraging the leadership of its distinguished Advisory Board, PSA has

unique credibility and access to forge common ground and fashion thoughtful, fact-based policy that promotes America's national interests. More information on PSA can be found at www.psaonline.org.





PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program
Summer 2018
Senate

All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

Kenneth Flanz

Sen. Mike Crapo
(R-ID)

Matthew Padilla

Sen. Tom Udall
(D-NM)

Kristen Johnson

Sen. Tom Cotton
(R-AR)

Andrew Pantino

Sen. David Perdue
(R-GA)

Serena Li

Sen. Brian Schatz
(D-HI)

Garrett Stephens

Sen. Doug Jones
(D-AL)

Amanda Neely

Senate committee on Homeland
Security and Governmental Affairs

Joshua Thomas

Sen. Tammy Duckworth
(D-IL)

Devin O'Brien

Sen. Lisa Murkowski
(R-AK)

Blake Tonn

Sen. Jeff Flake
(R-AZ)

Darrell Owens

Sen. Pat Toomey
(R-PA)

